

# **VENDOR PAY**

ALASKA FIRE SERVICE  
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03/02/00

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***A current copy of this manual is available on the AFS WEBSITE  
<http://FIRE.AK.BLM.GOV>, click on the link to EFF-PAY.***

# VENDOR PAY

## INTRODUCTION

The Vendor Payment module of EFF-PAY was developed at the request of the Bureau of Indian Affairs for processing service, supplies and equipment rental payments associated with an incident. This module offers different data input screens for the payment of invoices and equipment rentals but utilizes the EFF-PAY modules for printing of checks, payment vouchers, check registers and SF1166.

Only ADO Teams authorized to process Vendor Payments will be granted access to this module. Logon to your EFF-PAY account using your account name and password. You will be presented the following screen.

### EFF-PAY SYSTEM MENU

\*\*\*\*\* EMERGENCY FIRE FIGHTER PAYROLL SYSTEM \*\*\*\*\*

- |                                     |                                       |
|-------------------------------------|---------------------------------------|
| 1) PAYROLL DATA INPUT/CORRECTION    | 10)VIEW COMMITTED PAYROLLS            |
| 2) DETAIL AND PAYROLL TOTAL REPORTS | 11)ADD/UPDATE PERSONNEL/VENDOR RECORD |
| 3) PRINT CHECKS                     | 12)PV MASTER INFO UPDATE              |
| 4) PRINT VOUCHER, REGISTER, SF1166  | 13)REPORT MENU                        |
| 5) COMMIT PAYROLL                   |                                       |

\*\*\*\*\*  
ENTER MENU CHOICE (1-5, 10-13, S=SPOOLER, E=END):

Select 1-5, 10-13, or type E, each number will select the specified option or display a sub-menu. Typing "E" will return to logon prompt or to a prior menu while in a sub-menu or function.

CAUTION: Typing "E" during data input can cause loss of all data entered for that record. The prompt "ARE YOUR SURE?" YES or NO, will allow escape if "E" was typed in error. There is no recovery of the data if "YES" is entered.

Prompts appear at the bottom of the screen.

Numeric data can be entered using 10-key pad or numeric keys on keyboard.

## CHAPTER 1

### VENDOR PAY

Select menu Option #1 from the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu and the following screen will be displayed.

\*\*\*\*\* ENTER PAYROLL NUMBER FOR UNCOMMITTED OR NEW PAYROLLS \*\*\*\*\*

PAYROLLS	PRINT	COMMIT	TYPE
----------	-------	--------	------

BIA-F50-101			VENDOR
-------------	--	--	--------

ENTER NUMBER OF UNCOMMITTED PAYROLL OR 'NEW', E=END BIA-F50-NEW

\*\*\*\*\*

Hit "CR" to select a new payroll number (all payroll numbers are system generated) and the following menu will be displayed or select the appropriate vendor payroll from the list displayed for data input (see section 1.1).

WILL THIS BE V=VENDOR OR F=EFF DATA ENTRY?F

\*\*\*\*\*

Select "V" for a VENDOR PAYROLL or "F" to process EFF-PAY. (Refer to the EFF-PAY Manual for instructions on processing payroll).

Upon selection of "V" the following screen will be displayed.

\*\*\*\*\* VENDOR PAYMENT PAYROLL ENTRY BIA-F50-101 \*\*\*\*\*

1)VIN : 000000000

2)NAME:

3)ADDR:

4)CITY:

5)STATE:

6)ZIP-CODE :

9)COMMENT:

7)CONTACT:

8)PHONE #:

INFO:

ENTER VENDOR IDENTIFICATION NUMBER (9#, CR=CONTINUE, E=END):

\*\*\*\*\*

Respond to the following prompts as you enter data.

1. VENDOR IDENTIFICATION NUMBER: 9 numbers, no hyphens, (111111111).

A search is performed, if a match is found, the personal data is displayed on the screen. Verify the displayed name with the name on the invoice. If a discrepancy exists, research to verify which name and VIN is correct. To

correct the existing VIN select #1 from the prompt:

ENTER 1-9 TO CHANGE DATA, CR=CONTINUE, E=END:

This will allow correction of the VIN as well as correct any data that exists for this vendor. After the VIN has been corrected continue with data input.

If the VIN is incorrect on the invoice, make manual corrections, select "N" to the prompt "DO YOU WISH TO INPUT DATA NOW?" and select menu Option #1, EFF PAYROLL DATA INPUT to enter the corrected VIN.

If the VIN and Name match the invoice verify the remaining personal data and make changes as appropriate.

If the VIN exists in an uncommitted payroll the following prompt will be displayed.

THIS PERSON IS ON AN UNCOMMITTED PAYROLL: XXX-XXXXX-XXX  
THE OTHER PAYROLL MUST BE COMMITTED BEFORE ANOTHER  
PAYROLL CAN BE STARTED FOR THIS PERSON  
PRESS CR TO CONTINUE

If a match is not found the following prompts will be displayed:

2. ENTER NAME: up to 30 characters.
3. ENTER ADDRESS: up to 30 characters.
4. ENTER CITY: up to 20 characters.
5. ENTER STATE: up to 20 characters.
6. ENTER ZIP: 5 numbers.
7. ENTER CONTACT: up to 30 characters
8. ENTER PHONE #: up to 13 characters
9. ENTER COMMENT: Enter any comment pertinent to this vendor, up to 25 characters.

After items 1 - 9 have been completed the following information is displayed.



INFO: BIA-F50 02/06/99 06:23PM

INFO: Identifies input of last update of location, date and time of vendor information for this VIN.

And the following screen is displayed:

\*\*\*\*\* VENDOR PAYMENT PAYROLL ENTRY BIA-F50-101 \*\*\*\*\*

1)VIN : 111-11-1111

2)NAME: TEST VENDOR

3)ADDR: 123 WEST VINE

4)CITY: FAIRBANKS

5)STATE: AK 6)ZIP-CODE : 99707 9)COMMENT: NEW VENDOR

7)CONTACT: GARY SCHMUNK

8)PHONE #: 907-356-5593

INFO: BIA-F50 02/04/99 01:59PM

ENTER 1-9 TO CHANGE DATA, CR=CONTINUE, E=END:

\*\*\*\*\*

Select 1-9 to correct the personal data entered (e.g. NAME, ADDRESS, etc.).

"E" aborts the session, prompts "ARE YOU SURE?", deletes the data input and returns to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

"CR" displays the following screen.

\*\*\*\*\* VENDOR PAYMENT PAYROLL ENTRY BIA-F50-101 \*\*\*\*\*

1)VIN : 111-11-1111

2)NAME: TEST VENDOR

3)ADDR: 123 WEST VINE

4)CITY: FAIRBANKS

5)STATE: AK 6)ZIP-CODE : 99707 9)COMMENT: NEW VENDOR

7)CONTACT: GARY SCHMUNK

8)PHONE #: 907-356-5593

INFO: FS-328 03/02/00 01:51PM

1)INCIDENT#:

2)AREA:

3)ORG:

4)ACTIVITY:

5)PROG ELE:

6)PROJECT#:

7)TITLE:

8)TYPE:

10)COMM: \$0.00

11)FUEL: \$0.00

12)REPAIR: \$0.00

ADDING COLUMN 1

ENTER INCIDENT NUMBER (ST-JUR-AGENCY#) EX. AK-AYD-B151, CR=CURRENT ENTRY,  
E=END:

\*\*\*\*\*

Respond to the following prompts as appropriate.

ENTER INCIDENT NUMBER (ST-JUR-AGENCY#) EX. AK-328-B151,  
CR=CURRENT ENTRY, E=END:

ENTER BUDGET STATE(2X) AREA(3X),CR=CURRENT ENTRY E=END):

ENTER OFFICE CODE OR BUDGET ORG(3X) (CR=CURRENT ENTRY E=END):

ENTER ACTIVITY(4X) OR PROGRAM CODE(5X) (CR=CURRENT ENTRY  
E=END):

ENTER THE WORK CODE(2X) OR JOB(5X) (CR=CURRENT ENTRY E=END):

ENTER PROJECT NUMBER (3X OR 4X, CR=CURRENT ENTRY, E=END):

ENTER EMPLOYEE'S/VENDOR'S TITLE (16X, CR=CURRENT ENTRY E=END):

ENTER TYPE 1=SERVICE, 2=MEALS, 3=REPAIR, 4=EQUIP, 5=HEAVY EQUIP,  
CR, E:

Responding 1,2 or 3, will display the screen in section 1.1.

Responding 4 or 5, will display the screen in section 1.2.

ENTER NUMBER TO CHANGE ANY ITEM 1-8,10,11,12 CR=CONTINUE, E=END:

\*10\* ENTER VALUE FOR COMMISSARY (LESS THAN \$100,000,  
CR=CURRENT VALUE, E=END):

\*11\* ENTER VALUE FOR FUEL (LESS THAN \$100,000, CR=CURRENT  
VALUE, E=END):

\*12\* ENTER VALUE FOR REPAIR (LESS THAN \$100,000, CR=CURRENT  
VALUE, E=END):

## 1.1 DATA INPUT - SERVICES, MEALS, OR REPAIR

\*\*\*\*\* VENDOR PAYMENT PAYROLL ENTRY BIA-F50-101 \*\*\*\*\*

1)VIN : 111-11-1111

2)NAME: TEST VENDOR

3)ADDR: 123 WEST VINE

4)CITY: FAIRBANKS

5)STATE: AK 6)ZIP-CODE : 99707 9)COMMENT: NEW VENDOR

7)CONTACT: GARY SCHMUNK

8)PHONE #: 907-356-5593

INFO: BIA-F50 02/04/99 01:59PM

1)INCIDENT#: SD-RSB

2)AREA: F50

3)ORG: 440

4)ACTIVITY: 92310

5)PROG ELE: F5099

6)PROJECT#: B151

7)TITLE: FOOD

8)TYPE: 1

10)COMM: \$0.00

11)FUEL: \$500.00

12)REPAIR: \$0.00

COLUMN 1 OF 1

INVOICE # AMOUNT  
(1)

INVOICE # AMOUNT  
(5)

(2)

(6)

(3)

(7)

(4)

GROSS AMOUNT: \$0.00

ENTER LINE 1 INVOICE # AMOUNT

Respond to the prompt: INVOICE# AMOUNT, by typing the: INVOICE #, up to 10 characters and the AMOUNT, up to 10 characters. Separate INVOICE # and AMOUNT with a space. You may enter up to 7 lines of data per column. If you hit a "CR" or complete all 7 lines the following screen will be displayed.

\*\*\*\*\* VENDOR PAYMENT PAYROLL ENTRY BIA-F50-101 \*\*\*\*\*

1)VIN : 111-11-1111

2)NAME: TEST VENDOR

3)ADDR: 123 WEST VINE

4)CITY: FAIRBANKS

5)STATE: AK 6)ZIP-CODE : 99707 9)COMMENT: NEW VENDOR

7)CONTACT: GARY SCHMUNK

8)PHONE #: 907-356-5593

INFO: BIA-F50 02/04/99 01:59PM

1)INCIDENT#: SD-RSB

2)AREA: F50

3)ORG: 440

4)ACTIVITY: 92310

5)PROG ELE: F5099

6)PROJECT#: B151

7)TITLE: FOOD

8)TYPE: 1

10)COMM: \$0.00

11)FUEL: \$500.00

12)REPAIR: \$0.00

COLUMN 1 OF 1

	INVOICE #	AMOUNT
(1)	1234567	123.00

	INVOICE #	AMOUNT
(5)		

(2)	99678	1,200.00
-----	-------	----------

(6)		
-----	--	--

(3)		
-----	--	--

(7)		
-----	--	--

(4)		
-----	--	--

GROSS AMOUNT: \$1,323.00

C TO CORRECT THIS COLUMN

D FOR DONE WORKING WITH COLUMNS, A OR CR TO ADD COLUMNS, E=END:

\*\*\*\*\*

"C" allows corrections to this column or enables edits to additional columns if present by offering "F" to go forward or "B" to go backward.

"E" aborts the session, prompts "ARE YOU SURE?", deletes the data input and returns to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

"D" displays the following screen. See section 1.3, VENDOR ADJUSTMENT AND TOTALS.

## 1.2 DATA INPUT - EQUIPMENT USE

\*\*\*\*\* VENDOR PAYMENT PAYROLL ENTRY BIA-F50-101 \*\*\*\*\*

1)VIN : 123-45-6789

2)NAME: TEST GUY

3)ADDR: 123 NOWHERE STREET

4)CITY: FAIRBANKS

5)STATE: AK 6)ZIP-CODE : 99707 9)COMMENT: NONE

7)CONTACT: GARY SCHMUNK

8)PHONE #: 907-356-5593

INFO: AFS-AK328 02/07/99 07:37AM

1)INCIDENT#: AK-AKD-B151

2)AREA: AK

3)ORG: 328

4)ACTIVITY: 2810

5)PROG ELE: 00

6)PROJECT#: B151

7)TITLE: FOOD GUY

8)TYPE: 4

10)COMM: \$0.00

11)FUEL: \$500.00

12)REPAIR: \$0.00

COLUMN 1 OF 1

	MO	DAY	W-UNIT	W-RATE	S-UNIT	S-RATE	GUAR \$	CALC \$
(1)								
(2)								
(3)								
(4)								
(5)								
(6)								
(7)								

ENTER LINE 1 MO DAY W-UNIT W-RATE S-UNIT S-RATE GUAR \$ CALC \$

\*\*\*\*\*

Respond to the prompts separating each with a space (all fields must be filled in, if no information is available, use zero).

MONTH: enter month (up to 2 characters)

DAY: enter day (up to 2 characters)

WAGE-UNIT enter unit (up to 2 characters)

WAGE-RATE enter rate (up to 8 characters)

SPECIAL UNIT: enter special unit (up to 2 characters)

SPECIAL RATE: enter special rate (up to 8 characters)

GUARANTEE: enter guaranteed rate (up to 8 characters)

VENDOR PAY will calculate the appropriate rate to be paid, either the calculated or guaranteed.

You may enter up to 7 lines of data per column. If you hit a "CR" or complete all 7 lines the following screen will be displayed.

\*\*\*\*\* VENDOR PAYMENT PAYROLL ENTRY BIA-F50-101 \*\*\*\*\*

1)VIN : 123-45-6789

2)NAME: TEST GUY

3)ADDR: 123 NOWHERE STREET

4)CITY: FAIRBANKS

5)STATE: AK 6)ZIP-CODE : 99707 9)COMMENT: NONE

7)CONTACT: GARY SCHMUNK

8)PHONE #: 907-356-5593

INFO: AFS-AK328 02/07/99 07:37AM

1)INCIDENT#: AK-AK-B151

2)AREA: AK

3)ORG: 328

4)ACTIVITY: 2810

5)PROG ELE: 00

6)PROJECT#: B151

7)TITLE: FOOD GUY

8)TYPE: 4

10)COMM: \$0.00

11)FUEL: \$500.00

12)REPAIR: \$0.00

COLUMN 1 OF 1

	MO	DAY	W-UNIT	W-RATE	S-UNIT	S-RATE	GUAR \$	CALC \$
(1)	6	12	7	82.00	0	0.00	318.50	574.00
(2)	6	13	9	119.00	0	0.00	649.00	1071.00
(3)								
(4)								
(5)								
(6)								
(7)								

GROSS AMOUNT: \$1,645.00

ENTER LINE YOU WISH TO CHANGE 1-3, CR=CONTINUE, E=END):

\*\*\*\*\*

Enter the line you wish to change or add.

"E" aborts the session, prompts "ARE YOU SURE?", deletes the data input and returns to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

CR=Continue and the following screen will be displayed.



\*\*\*\*\* VENDOR PAYMENT PAYROLL ENTRY BIA-F50-101 \*\*\*\*\*

1)VIN : 123-45-6789  
 2)NAME: TEST GUY  
 3)ADDR: 123 NOWHERE STREET  
 4)CITY: FAIRBANKS  
 5)STATE: AK 6)ZIP-CODE : 99707 9)COMMENT: NONE  
 7)CONTACT: GARY SCHMUNK  
 8)PHONE #: 907-356-5593

INFO: AFS-AK328 02/07/99 07:37AM

1)INCIDENT#: AK-AK-B151 2)AREA: AK 3)ORG: 328  
 4)ACTIVITY: 2810 5)PROG ELE: 00 6)PROJECT#: B151  
 7)TITLE: FOOD GUY 8)TYPE: 4  
 10)COMM: \$0.00 11)FUEL: \$500.00 12)REPAIR: \$0.00

COLUMN 1 OF 1

	MO	DAY	W-UNIT	W-RATE	S-UNIT	S-RATE	GUAR \$	CALC \$
(1)	6	12	7	82.00	0	0.00	318.50	574.00
(2)	6	13	9	119.00	0	0.00	649.00	1071.00
(3)								
(4)								
(5)								
(6)								
(7)								

GROSS AMOUNT: \$1,645.00

C TO CORRECT THIS COLUMN

D FOR DONE WORKING WITH COLUMNS, A OR CR TO ADD COLUMNS, E=END:

\*\*\*\*\*

"C" allows corrections to this column or enables edits to additional columns if present by offering "F" to go forward or "B" to go backward.

"E" aborts the session, prompts "ARE YOU SURE?", deletes the data input and returns to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

"D" displays the following screen. See section 1.3, VENDOR ADJUSTMENT AND TOTALS.

### 1.3 VENDOR ADJUSTMENT AND TOTALS

\*\*\*\*\* VENDOR PAYMENT PAYROLL ENTRY BIA-F50-101 \*\*\*\*\*

1)VIN : 111-11-1111

2)NAME: TEST VENDOR

3)ADDR: 123 WEST VINE

4)CITY: FAIRBANKS

5)STATE: AK 6)ZIP-CODE : 99707 9)COMMENT: NEW VENDOR

7)CONTACT: GARY SCHMUNK

8)PHONE #: 907-356-5593

INFO: BIA-F50 02/04/99 01:59PM

	CURRENT	YTD(02/04/99)	WAGE ADJUSTMENTS
GROSS PAYMENT:	\$1323.00	\$1323.00	1)COMMISSARY: \$ 0.00
			2)FUEL: \$500.00
			3)REPAIRS: \$ 0.00
			4)GARNISHMENT: \$ 0.00
			C)CHECK #: NO CHECK PRINTED

ENTER ADJUSTMENT YOU WISH TO CHANGE 1-4, CR=CONTINUE, E=END):

\*\*\*\*\*

Select 1-4 to enter the appropriate wage adjustments.

"E" aborts the session, prompts "ARE YOU SURE?", deletes the data input and returns to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

"CR" will display the following screen.

\*\*\*\*\* VENDOR PAYMENT PAYROLL ENTRY BIA-F50-1010 \*\*\*\*\*

1)VIN : 111-11-1111

2)NAME: TEST VENDOR

3)ADDR: 123 WEST VINE

4)CITY: FAIRBANKS

5)STATE: AK 6)ZIP-CODE : 99707 9)COMMENT: NEW VENDOR

7)CONTACT: GARY SCHMUNK

8)PHONE #: 907-356-5593

INFO: BIA-F50 02/04/99 01:59PM

	CURRENT	YTD(02/04/99)	WAGE ADJUSTMENTS
GROSS PAYMENT:	\$1323.00	\$1323.00	1)COMMISSARY: \$ 0.00
			2)FUEL: \$500.00
			3)REPAIRS: \$ 0.00
			4)GARNISHMENT: \$ 0.00
			C)CHECK #: NO CHECK PRINTED
ADJUSTMENT:	500.00	500.00	
NET PAYABLE:	\$ 823.00	\$ 823.00	

PRESS CR TO CONTINUE OR E TO END

"CR" will return you to a new screen for input of another vendor.

"E" aborts the session, prompts "ARE YOU SURE?", deletes the data input and returns to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

## CHAPTER 3

### DETAIL AND PAYROLL TOTALS REPORTS

Selecting option #2 from the EMERGENCY FIRE FIGHTERS PAYROLL SYSTEM menu the following screen will be displayed.

\*\*\*\*\* EFF PAYROLL DETAIL REPORT MENU \*\*\*\*\*

(1) ONE PAYROLL FOR ONE EMPLOYEE/VENDOR

(2) ONE PAYROLL, ALL EMPLOYEES/VENDORS

(3) ONE EMPLOYEE/VENDOR, ALL PAYROLLS

(4) PAYROLL TOTALS REPORT

ENTER MENU CHOICE (1-4, E=END)

\*\*\*\*\*

#### 2.1 ONE PAYROLL FOR ONE EMPLOYEE/VENDOR

Generates the Detail Report for a single employee/vendor in a single payroll. This option is typically used after a payroll correction is made. When selected the following screen is displayed.

\*\*\*\*\* ENTER PAYROLL NUMBER FOR COMMITTED & UNCOMMITTED PAYROLLS \*\*\*\*\*

PAYROLLS	PRINT	COMMIT	TYPE
AFS-AK328-101	12/15/98	01/13/99	EFF
AFS-AK328-102	01/12/99		EFF
AFS-AK328-103			VENDOR
AFS-AK328-104			VENDOR
AFS-AK328-105			EFF
AFS-AK328-106			EFF
AFS-AK328-107	01/27/99		EFF
BIA-F50-101			VENDOR

ENTER NUMBER OF PAYROLL E=END BIA-F50-101

\*\*\*\*\*

Select the appropriate payroll number and the following screen is displayed.

\*\*\*\*\* ENTER PAYROLL NUMBER FOR COMMITTED & UNCOMMITTED PAYROLLS \*\*\*\*\*

PAYROLLS	PRINT	COMMIT	TYPE
AFS-AK328-101	12/15/98	01/13/99	EFF
AFS-AK328-102	01/12/99		EFF
AFS-AK328-103			VENDOR
AFS-AK328-104			VENDOR
AFS-AK328-105			EFF
AFS-AK328-106			EFF
AFS-AK328-107	01/27/99		EFF
BIA-F50-101			VENDOR

ENTER SOCIAL SECURITY NUMBER (9#, CR=CONTINUE, E=END): 000000000

\*\*\*\*\*

Enter the VIN of the requested report and a Hold Entry Number will be displayed.  
Notate the Hold Entry Number and return to the spooler for printing. See example of

# Detail Report.

Name: FRANKS BAIT SHOP

Address: BEACHFRONT

HILO, HI 99888

VIN: 111-11-1111

COMMENT:

CONTACT: FRANK

PHONE: 1-800-CALL-FISH

\*\*\*\*\*

INCIDENT#: AK-AKD-B151

AK-332-2810-00-B151

TITLE: BAIT SERVICE

TYPE: 1=SERVICE

INVOICE #	AMOUNT
123456789	150.00
456789123	140.00

GROSS AMOUNT: \$290.00

\*\*\*\*\*

Payroll: BIA-F50-101

Check Date

No Check Written

Date(02/07/99	Current	Year to
Amount Paid	\$290.00	\$290.00
Commissary Deductions	\$0.00	\$0.00
Fuel Deductions	\$0.00	\$0.00
Repairs Deductions	\$0.00	\$0.00
Garnishment Deductions	\$0.00	\$0.00
Net Pay	\$290.00	\$290.00

## 2.2 ONE PAYROLL, ALL EMPLOYEES/VENDOR

Generates the Detail Report for all employees/vendors in a payroll. This option is used upon completion of OF288 input for a payroll. This report is used to audit data input. When selected the following screen is displayed .

\*\*\*\*\* ENTER PAYROLL NUMBER FOR COMMITTED & UNCOMMITTED PAYROLLS \*\*\*\*\*

PAYROLLS	PRINT	COMMIT	TYPE
AFS-AK328-101	12/15/98	01/13/99	EFF
AFS-AK328-102	01/12/99		EFF
AFS-AK328-103			VENDOR
AFS-AK328-104			VENDOR
AFS-AK328-105			EFF
AFS-AK328-106			EFF
AFS-AK328-107	01/27/99		EFF
BIA-F50-101			VENDOR

ENTER NUMBER OF PAYROLL E=END BIA-F50-101

\*\*\*\*\*

Select the appropriate payroll number and a Hold Entry Number will be display. Notate the Hold Entry Number and return to the spooler for printing. See example of Detail Report on page 22.

## 2.3 ONE EMPLOYEE/VENDOR, ALL PAYROLLS

Generates a Detail Report for one employee/vendor in all payrolls. It is a detail of all time and wages paid. When selected the following screen is displayed.

\*\*\*\*\* EFF PAYROLL DETAIL REPORT MENU \*\*\*\*\*

(1) ONE PAYROLL FOR ONE EMPLOYEE/VENDOR

(2) ONE PAYROLL, ALL EMPLOYEES/VENDOR

(3) ONE EMPLOYEE/VENDOR, ALL PAYROLLS

(4) PAYROLL TOTALS REPORT

ENTER SOCIAL SECURITY NUMBER (9#, CR=CONTINUE, E=END): 00000000

\*\*\*\*\*

Enter the VIN of the requested report and a Hold Entry Number will be display.  
Notate the Hold Entry Number and return to the spooler for printing. See example of  
Detail Report on page 22.

## 2.4 PAYROLL TOTALS REPORT

Generates a Payroll Totals Report which is used to balance payrolls. See SOP.  
Upon selection the following screen will be displayed.



\*\*\*\*\* ENTER PAYROLL NUMBER FOR COMMITTED & UNCOMMITTED PAYROLLS \*\*\*\*\*

PAYROLLS	PRINT	COMMIT	TYPE
AFS-AK328-101	12/15/98	01/13/99	EFF
AFS-AK328-102	01/12/99		EFF
AFS-AK328-103			VENDOR
AFS-AK328-104			VENDOR
AFS-AK328-105			EFF
AFS-AK328-106			EFF
AFS-AK328-107	01/27/99		EFF
BIA-F50-101			VENDOR

ENTER NUMBER OF PAYROLL E=END BIA-F50-101

\*\*\*\*\*

Select the appropriate payroll number and a Hold Entry Number will be display. Notate the Hold Entry Number and return to the spooler for printing. See example of Payroll Totals Report.

CHARGE CODE TOTALS FOR VENDOR PAYROLL BIA-F50-101

CHARGE CODE HE	GROSS	SERVICE	MEALS	REPAIR	EQUIP
AK-332-2810-00-B151 0	2422.00	290.00	0.00	0.00	2132.00
	=====	=====	=====	=====	=====
==					
TOTAL 0	2422.00	290.00	0.00	0.00	2132.00

PAYROLL TOTALS FOR PAYROLL BIA-F50-101

TOTAL GROSS	AMOUNT	2422.00
COMMISSARY	AMOUNT	0.00
FUEL	AMOUNT	0.00
REPAIRS	AMOUNT	0.00
AFTER DEDUCTIONS		2322.00
CHECKS TOTAL	AMOUNT	2322.00

## 2.6 SPOOLING REPORTS

When the Spooler is invoked the first prompt will be for printer selection. Hold Entry #'s will then be displayed in numerical sequence. A variety of options are available for each Hold Entry # and are defined below.

HOLD ENTRY #

DISPLAY? (Y/N/S/D/X/(CR))?

### RESPONSE EFFECT

Y	Displays the first 500 characters of the hold file.
N	Skip to the next prompt (STRING).
S	Skip to prompt SPOOL.
D	Skip to prompt DELETE
X	Return to MENU
(CR)	Skip to next Hold Entry

STRING: -

### RESPONSE EFFECT

(CR)	Skip to next prompt (SPOOL)
TEXT	Scans until "TEXT" is found in the hold file and prints report starting at that location. For example: enter "999-99-9999" and the report starts printing at the first occurrence of this SSN.

SPOOL (Y/N=CR/T/TN/F)?

### RESPONSE EFFECT

Y	Print the report on the specified printer.
N	Skip to next prompt (DELETE).
(CR)	Skip to next prompt (DELETE).
T	Out to terminal, pausing at the end of each page until the "CR" is hit.
TN	Output to terminal with <u>NO</u> pause at the end of each page.
F	Do not use

DELETE (Y/N=CR)?

RESPONSE EFFECT

Y	Delete the hold file from the spooler. <b>SELECT THIS OPTION AFTER EACH REPORT HAS BEEN PRINTED.</b>
N	Skip to next hold entry in the spooler.
(CR)	Skip to next hold entry in the spooler.

## CHAPTER 3

### PRINTING CHECKS

After the payroll has been verified and the totals have been balanced, payroll checks can be printed. Printing of payroll checks also includes the printing of an envelope and a wage and earnings statement for each vendor.

Select Option #3 for the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu. The following screen will be displayed.

\*\*\*\*\* ENTER PAYROLL NUMBER FOR UNCOMMITTED OR TEST PAYROLLS \*\*\*\*\*

PAYROLLS	PRINT	COMMIT	TYPE
AFS-AK328-102	01/12/99		EFF
AFS-AK328-103			VENDOR
AFS-AK328-104			VENDOR
AFS-AK328-105			EFF
AFS-AK328-106			EFF
AFS-AK328-107	01/27/99		EFF

ENTER NUMBER OF UNCOMMITTED PAYROLL OR 'TEST' E=END AFS-AK328-107

\*\*\*\*\*

"E" will return to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

"TEST" will generate three test checks to verify alignment of the printer.

The next sequential payroll number will be displayed as the default, CR to accept. To change default, type over and CR.

The following screen will be displayed.

\*\*\*\*\* GENERATE CHECKS, WES, AND/OR ENVELOPES \*\*\*\*\*

PAYROLL NUMBER :AFS-AK328-135 CHECK DATE: 11 22 99

ENTER E TO END AT ANY TIME

DO YOU WISH TO GENERATE CHECKS WITH WES? n

\*\*\*\*\*

Responding with "N" will display the next prompt or "E" to return to the  
EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

\*\*\*\*\* GENERATE CHECKS, WES, AND/OR ENVELOPES \*\*\*\*\*

PAYROLL NUMBER :AFS-AK328-135 CHECK DATE: 11 22 99

ENTER E TO END AT ANY TIME

DO YOU WISH TO GENERATE CHECKS WITH WES? n

DO YOU WISH TO PRINT WES ONLY? n

\*\*\*\*\*

Responding "Y" or "N" will display the next prompt or "E" to return to the  
EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

\*\*\*\*\* GENERATE CHECKS, WES, AND/OR ENVELOPES \*\*\*\*\*

PAYROLL NUMBER :AFS-AK328-135 CHECK DATE: 11 22 99

ENTER E TO END AT ANY TIME

DO YOU WISH TO GENERATE CHECKS WITH WES? n

DO YOU WISH TO PRINT WES ONLY? n

DO YOU WISH TO PRINT ENVELOPES? y

\*\*\*\*\*

Responding “Y” or “N” will display the next prompt or “E” to return to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

\*\*\*\*\* GENERATE CHECKS, WES, AND/OR ENVELOPES \*\*\*\*\*

PAYROLL NUMBER :AFS-AK328-135 CHECK DATE: 11 22 99

**ENTER E TO END AT ANY TIME**

DO YOU WISH TO GENERATE CHECKS WITH WES? n

DO YOU WISH TO PRINT WES ONLY? n

DO YOU WISH TO PRINT ENVELOPES? y

P=DO ENTIRE PAYROLL, S=PROMPT BY SSN? P

NO CHECKS GENERATED

Hold Entry # 6

PRESS CR TO CONTINUE

\*\*\*\*\*

Enter "P" for entire payroll, "S" for individual SSN, or "E" to return to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

\*\*\*\*\* GENERATE CHECKS, WES, AND/OR ENVELOPES \*\*\*\*\*

PAYROLL NUMBER :AFS-AK328-135      CHECK DATE: 11 22 99

CHECKS HAVE BEEN ISSUED FOR THIS PAYROLL

DO YOU WISH TO GENERATE CHECKS WITH WES? Y

\*\*\*\*\*

Enter “Y” to issue Wage and Earnings Statements and the following prompts will be displayed.

\*\*\*\*\* GENERATE CHECKS, WES, AND/OR ENVELOPES \*\*\*\*\*

PAYROLL NUMBER :AFS-AK328-135      CHECK DATE: 11 22 99

ENTER E TO END AT ANY TIME                      CHECKS HAVE BEEN ISSUED FOR THIS PAYROLL  
DO YOU WISH TO GENERATE CHECKS WITH WES?                      Y  
BEGINNING CHECK NUMBER IS                      401400009040  
IS THE BEGINNING CHECK NUMBER CORRECT (Y=YES, N=NO)?                      Y  
NUMBER OF LINES TO ADVANCE SINGLE SHEET CHECKS                      0

NUMBER OF LINES TO ADVANCE WES BEFORE ADDRESS                      10

DO YOU WISH TO PRINT ENVELOPES?                      Y

P=DO ENTIRE PAYROLL, S=PROMPT BY SSN?                      P

HOLD ENTRY FOR CHECKS  
HOLD ENTRY FOR ENVELOPES  
HOLD ENTRY FOR WAGE AND EARNING STATEMENT

\*\*\*\*\*

Verify beginning check number. If "Y" you will proceed to the next prompt. If "N" you will be notified to correct the starting check number in Menu Option # 12, option #12.

Verify payroll number.

Options will default from the previous payroll. If the default is correct, hit "CR".

Enter the number of lines to advance the single sheet checks (0-9), "E" will return to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

Enter the number of lines to advance before the address on the Wage and Earnings Statement. This will allow folding for window envelopes. "E" will return to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

PRINT ENVELOPES? Type "Y" to print envelopes for the checks. Type "N" if envelopes are not required or "E" to return to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

Enter "P" for entire payroll, "S" for individual SSN, or "E" to return to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.



If checks have been previously issued for this payroll you will be notified after the check date.

After all options are completed and the file sorts the following screen will be displayed.

```
***** GENERATE CHECKS, WES, AND/OR ENVELOPES *****  
  
PAYROLL NUMBER :AFS-AK328-135    CHECK DATE: 11 22 99  
  
ENTER E TO END AT ANY TIME          CHECKS HAVE BEEN ISSUED FOR THIS PAYROLL  
DO YOU WISH TO GENERATE CHECKS WITH WES?          Y  
BEGINNING CHECK NUMBER IS                      401400009040  
IS THE BEGINNING CHECK NUMBER CORRECT (Y=YES, N=NO)?  Y  
NUMBER OF LINES TO ADVANCE SINGLE SHEET CHECKS      0  
  
NUMBER OF LINES TO ADVANCE WES BEFORE ADDRESS      10  
  
DO YOU WISH TO PRINT ENVELOPES?          Y  
  
P=DO ENTIRE PAYROLL, S=PROMPT BY SSN?          P  
  
HOLD ENTRY FOR CHECKS  
HOLD ENTRY FOR ENVELOPES  
HOLD ENTRY FOR WAGE AND EARNING STATEMENT  
  
CHECK #401400009035/ENV/WES FOR  
SSN:222222222 NAME:GREG CURTIS ALREADY ISSUED.  
DO YOU WANT TO PRINT A NEW #:401400009040 (Y=YES, N,CR=CONTINUE, E=END)?  
  
*****
```

If you require another check for this individual type "Y", EFF-PAY will void the first check and issue another. Type "N" if another check is not required or "E" to return to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

You will receive this prompt for each individual who has already received a check in this payroll.

Notate the hold entry numbers and return to the spooler for printing.

## CHAPTER 4

### PAYMENT VOUCHER/CHECK REGISTER/SF1166

The Payment Voucher provides financial data for input into the Federal Financial System (FFS). The SF1166 and check register are the documents required by the Department of Treasury on the disbursement of funds. After generation and printing of all payroll checks for a specified pay period select Option #4 from the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu and the following screen will be displayed.

\*\*\*\*\* ENTER PAYROLL NUMBER FOR CHECK ISSUED PAYROLLS \*\*\*\*\*

PAYROLLS	PRINT	COMMIT	TYPE
AFS-AK328-101	12/15/98	01/13/99	EFF
AFS-AK328-102	01/12/99		EFF
AFS-AK328-107	01/27/99		EFF

ENTER NUMBER OF PRINTED PAYROLL E=END AFS-AK328-107

\*\*\*\*\*

"E" will return the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

"CR" will accept the default payroll that is displayed. To change payroll number, type over the default and hit "CR".

The following screen and prompts will be displayed as the Payment Voucher, Check Register and SF1166 are generated and sent to the spooler.

\*\*\*\*\* PRINT VOUCHER, CHECK REGISTER, SF1166 ROUTINE \*\*\*\*\*

PAYROLL IS: BLM-328-119

L310F0119 TREASURY CHECK REGISTER GENERATED.....PRINT A COPY? Y

L310F0119 SIGNOFF COPY OF CHECK REGISTER GENERATED...PRINT A COPY? Y

L310F0119 SF1166 GENERATED.....PRINT A COPY? Y

L310F0119 GENERATE/PRINT A COPY OF THE PAYMENT VOUCHER?..... Y

GETTING PAY RECORDS FOR PAYROLL BLM-328-119

HOLD ENTRY NUMBER IS:Hold Entry # 26

\*\*\*\*\*

\*\*\*\*\*

Notate of the Hold Entry Number. Return to the spooler and print the reports.  
Forward the Payment Voucher to the specified finance center or enter into the  
finance system as appropriate. The Check Register and SF1166 are forwarded  
the Department of Treasury. The Sign Off copy of the Check Register is signed by  
fire fighters as checks are handed out and then filed with payroll records.

## CHAPTER 5

### COMMIT PAYROLL

Payrolls are committed when all checks have been signed, Payment Voucher has been printed and submitted to finance and the SF1166 and Check Register have been sent to the Department of Treasury. Payrolls can only be committed when all check for the payroll have been printed. Entry of invoices and equipment rentals in a new payroll will not be allowed if the VIN is in an uncommitted payroll. Payroll changes are not allowed in committed payrolls. Selection of Menu Option #5 from the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu will display the following screen.

\*\*\*\*\*

<i>PAYROLLS</i>	<i>PRINT</i>	<i>COMMIT</i>	<i>TYPE</i>
<i>AFS-AK328-102</i>	<i>01/12/99</i>		<i>EFF</i>
<i>AFS-AK328-107</i>	<i>01/27/99</i>		<i>EFF</i>
<i>BIA-F50-101</i>	<i>02/09/99</i>		<i>VENDOR</i>

*ENTER NUMBER OF UNCOMMITTED PAYROLL E=END BIA-F50-101*

\*\*\*\*\*

Select the default or enter the payroll number to be committed and the following screen will be displayed.

\*\*\*\*\*

COMMIT PAYROLL IS: BIA-F50-101

NC9F5000 PAYROLL BIA-F50-101 IS COMMITTED  
PRESS CR TO CONTINUE

\*\*\*\*\*

PLEASE WAIT WHILE EFF PAYROLL AND PERSONNEL RECORDS ARE SORTED.....

\*\*\*\*\*

Once the payroll is committed, press "CR" to return to the EMERGENCY FIRE  
FIGHTER PAYROLL SYSTEM menu.

## CHAPTER 10

### VIEW COMMITTED PAYROLLS

To view data in committed payrolls select Option # 10 from the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu and the following screen will be displayed.

\*\*\*\*\* ENTER PAYROLL NUMBER FOR COMMITTED PAYROLLS \*\*\*\*\*

PAYROLLS	PRINT	COMMIT	TYPE
--			
AFS-AK328-101	12/15/98	01/13/99	EFF
AFS-AK328-107	01/27/99	01/28/99	EFF
BIA-F50-101	02/08/99	02/08/99	VENDOR

ENTER AGENCY-OFFICE-NUMBER OF COMMITTED PAYROLL E=END: BIA-F50-101

\*\*\*\*\*

Payrolls for all offices/agencies will be displayed.

Select the default or enter the payroll that you wish to view and the following screen will be displayed.

\*\*\*\*\* RECORD VIEW PROGRAM BIA-F50-101 \*\*\*\*\*

1)VIN : 000000000  
2)NAME:  
3)ADDR:  
4)CITY:  
5)STATE:                      6)ZIP-CODE :                      9)COMMENT:  
7)CONTACT:  
8)PHONE #:

INFO:

ENTER VENDOR IDENTIFICATION NUMBER (9#, CR=CONTINUE, E=END):

\*\*\*\*\*

Enter the VIN of the vendor you wish to view and hit the "CR", the following screen will be displayed.

\*\*\*\*\* RECORD VIEW PROGRAM BIA-F50-101 \*\*\*\*\*

1)VIN : 111-11-1111  
2)NAME: FRANKS BAIT SHOP  
3)ADDR: BEACHFRONT  
4)CITY: HILO  
5)STATE:        HI                      6)ZIP-CODE : 99888    9)COMMENT:  
7)CONTACT:     FRANK  
8)PHONE #:     1-800-CALL-FISH

INFO: AFS-AK328 12/11/98 11:37AM

1)INCIDENT#: AK-AKD-B151                      2)AREA:        AK                      3)ORG:            332  
4)ACTIVITY:   2810                      5)PROG ELE: 00                      6)PROJECT#: B151  
7)TITLE:        BAIT SERVICE                      8)TYPE:            1  
10)COMM:        \$0.00                      11)FUEL:        \$0.00                      12)REPAIR:        \$0.00

COLUMN 1 OF 1

	INVOICE #	AMOUNT		INVOICE #	AMOUNT
(1)	123456789	150.00	(5)		
(2)	456789123	140.00	(6)		
(3)			(7)		
(4)					

GROSS AMOUNT:        \$290.00

CR=CONTINUE:

\*\*\*\*\*

Hit "F" to go forward or "B" to go backwards through the columns if multiple columns exist or "CR" to scroll through the record. The following screen will be displayed.

\*\*\*\*\* RECORD VIEW PROGRAM BIA-F50-101 \*\*\*\*\*

1)VIN : 111-11-1111

2)NAME: FRANKS BAIT SHOP

3)ADDR: BEACHFRONT

4)CITY: HILO

5)STATE: HI 6)ZIP-CODE : 99888 9)COMMENT:

7)CONTACT: FRANK

8)PHONE #: 1-800-CALL-FISH

INFO: AFS-AK328 12/11/98 11:37AM

	CURRENT	YTD(02/07/99)	WAGE ADJUSTMENTS
GROSS PAYMENT:	\$290.00	\$290.00	1)COMMISSARY: \$0.00
			2)FUEL: \$0.00
			3)REPAIRS: \$0.00
			4)GARNISHMENT: \$0.00
			C)CHECK #: 310999925906
ADJUSTMENT:	\$0.00	\$0.00	
NET PAYABLE:	\$290.00	\$290.00	

PRESS CR TO CONTINUE OR E TO END

\*\*\*\*\*

Hitting a "CR" will request another SSN within this payroll and "E" will prompt "ARE YOU SURE?" Responding with "Y" will return you to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu. No data will be lost.



## CHAPTER 11

### ADD/UPDATE PERSONNEL/VENDOR RECORD

Vendor information can be entered prior to receipt of invoices or equipment use documents. Upon receipt, it is recommended that this information be entered into EFF-PAY to save critical time when processing vendor payrolls. Selection of Option # 11 from the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu will display the following screen.

\*\*\*\*\*

WILL THIS BE V=VENDOR OR F=EFF DATA ENTRY?F

\*\*\*\*\*

Select "V" for VENDOR PAY and the following screen will be displayed.

\*\*\*\*\* PERSONNEL INFORMATION UPDATE PROGRAM \*\*\*\*\*

1)VIN : 000000000

2)NAME:

3)ADDR:

4)CITY:

5)STATE:

6)ZIP-CODE :

9)COMMENT:

7)CONTACT:

8)PHONE #:

INFO:

ENTER VENDOR IDENTIFICATION NUMBER (9#, CR=CONTINUE, E=END):

\*\*\*\*\*

Respond to the following prompts as you enter data.

1. VENDOR IDENTIFICATION NUMBER: 9 numbers, no hyphens, (111111111).

A search is performed, if a match is found, the personal data is displayed on the screen. Verify the displayed name with the name on the invoice. If a discrepancy exists, research to verify which name and VIN is correct. To correct the existing VIN select #1 from the prompt:

ENTER 1-9 TO CHANGE DATA, CR=CONTINUE, E=END:

This will allow correction of the VIN as well as correct any data that exists for this vendor. After the VIN has been corrected continue with data input.

If the VIN is incorrect on the invoice, make manual corrections, select "N" to the prompt "DO YOU WISH TO INPUT DATA NOW?" and select menu Option #1, EFF PAYROLL DATA INPUT to enter the corrected VIN.

If the VIN and Name match the invoice verify the remaining personal data and make changes as appropriate.

If the VIN exists in an uncommitted payroll the following prompt will be displayed.

THIS PERSON IS ON AN UNCOMMITTED PAYROLL: XXX-XXXXX-XXX  
THE OTHER PAYROLL MUST BE COMMITTED BEFORE ANOTHER  
PAYROLL CAN BE STARTED FOR THIS PERSON  
PRESS CR TO CONTINUE

If a match is not found the following prompts will be displayed:

2. ENTER NAME: up to 30 characters.
3. ENTER ADDRESS: up to 30 characters.
4. ENTER CITY: up to 20 characters.
5. ENTER STATE: up to 20 characters.
6. ENTER ZIP: 5 numbers.
7. ENTER CONTACT: up to 30 characters

8. ENTER PHONE #: up to 13 characters
9. ENTER COMMENT: Enter any comment pertinent to this vendor, up to 25 characters.

After items 1 - 9 have been completed the following information is displayed.

INFO: BIA-F50 02/06/99 06:23PM

INFO: Identifies input of last update of location, date and time of vendor information for this VIN.

And the following prompt is displayed:

ENTER 1-9 TO CHANGE DATA, CR=CONTINUE, E=END:

Select 1-9 to correct the personal data entered (e.g. NAME, ADDRESS, etc.).

"E" aborts the session, prompts "ARE YOU SURE?", deletes the data input and returns to the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu.

"CR" saves the record and displays the following screen for your continued input.

\*\*\*\*\* PERSONNEL INFORMATION UPDATE PROGRAM \*\*\*\*\*

1)VIN : 000000000

2)NAME:

3)ADDR:

4)CITY:

5)STATE:                    6)ZIP-CODE :                    9)COMMENT:

7)CONTACT:

8)PHONE #:

INFO:

ENTER VENDOR IDENTIFICATION NUMBER (9#, CR=CONTINUE, E=END):

\*\*\*\*\*

## CHAPTER 12

### PV MASTER INFO UPDATE

EFF-PAY PAYMENT VOUCHER MAINTENANCE PROGRAM (Option #12) of the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu allows:

1. Initial set-up of Payment Voucher Master Information.
2. Maintenance and update of existing Payment Voucher Master Information.

When Option #12 is entered the following screen will be displayed.

BUREAU OF LAND MANAGEMENT ENTRY DATE 01/07/00  
EFF-PAY PAYMENT VOUCHER MAINTENANCE PROGRAM

1	DIVISION:	AK
2	ID NUMBER:	L310F0VB
3	FISCAL YEAR:	00
4	AGENCY STATION NUMBER:	14-11-0008
5	OFFICE CODE:	AK328
6	CERTIFYING OFFICER:	VERONICA BELTON
7	CO'S PHONE NUMBER:	907-356-5525
8	ASSISTANT DISBURSING OFFICER:	VERONICA BELTON
9	ADO'S PHONE NUMBER:	907-356-5525
10	ADO'S SSN (FOREST SERVICE ONLY):	- -
11	AGENCY (AFS,BIA,BLM,BOR,FS,NPS):	AFS
12	EDIT CHECK LOG/CURRENT CHECK NUMBER	
13	DEPARTMENT NAME:	DEPARTMENT OF THE INTERIOR
14	AGENCY NAME:	BUREAU OF LAND MANAGEMENT
15	OFFICE NAME:	ALASKA FIRE SERVICE
16	STREET ADDRESS:	P.O. BOX 35005
17	CITY, STATE ZIP:	FORT WAINWRIGHT, AK 99703

ENTER LINE NUMBER OF ITEM TO CHANGE OR E OR ENTER KEY TO END:

\*\*\*\*\*

Select the line number of the information to be input or updated.

1. ENTER DIVISION: 2 characters
2. ENTER ID NUMBER: 8 characters
3. ENTER FISCAL YEAR: 2 numbers

4. ENTER AGENCY STATION NUMBER: 10 characters
5. ENTER OFFICE CODE: 5 characters (BLM), 3 characters (BIA), 4 characters (NPS), 4 characters (FS).
6. ENTER CERTIFYING OFFICER: 30 characters
7. ENTER CERTIFYING OFFICER'S PHONE NUMBER: 15 characters
8. ENTER ASSISTANT DISBURSING OFFICER: 30 characters
9. ENTER ASSISTANT DISBURSING OFFICER'S PHONE NUMBER: 15 characters
10. FS Only: ENTER SSN OF ADO: 9 characters
11. ENTER AGENCY (AFS, BLM, BIA, NPS, FWS): 3 characters
1. ENTER 12 TO EDIT CHECK INFORMATION: (See screen prompts below)
13. ENTER DEPARTMENT:
14. ENTER AGENCY:
15. ENTER OFFICE:
16. ENTER ADDRESS:
17. ENTER CITY, STATE, AND ZIP:

## CHAPTER 13

### REPORT MENU

Selection of Option #13 from the EMERGENCY FIRE FIGHTER PAYROLL SYSTEM menu will display the following screen.

\*\*\*\*\*EFF/VENDOR REPORT MENU\*\*\*\*\*

ALL SEARCH FIELDS EXCEPT DATES ACCEPT \* AS A WILDCARD CHARACTER  
IN A HIRED AT LOCATION SEARCH AK-\* WOULD LOCATE RECORDS FOR EVERY  
HIRED AT LOCATION THAT STARTED WITH AK-.  
IN A REPORT BY INCIDENT # AND COSTCODE REPORT PUTTING \* IN THE  
INCIDENT # FIELD WOULD GET EVERY RECORD THAT MATCHED THE COST CODE  
ENTRIES REGARDLESS OF THE INCIDENT #. PUTTING IN AN INCIDENT # AND  
\* FOR EVERY COSTCODE ENTRY WOULD GET ALL RECORDS FOR THAT INCIDENT #  
REGARDLESS OF COST CODE.

- (1) REPORT BY PAYROLL, INCIDENT #, AND/OR COSTCODE
- (2) FORM STATUS SUMMARY REPORT BY HIRED AT
- (3) BOR PAYROLL TAX SUMMARY REPORT BY DATE
- (4) EMPLOYMENT SUMMARY REPORTS BY SSN OR HIRED LOCATION
- (5) FIRE TOTAL REPORT BY HIRED AT, DATE, AND PAYROLL
- (6) PERSONNEL PAID/PAYROLL REPORT BY RESIDENT STATE OR HIRED LOCATION
- (7) EIC STATUS REPORT FOR EMPLOYEES LAST UPDATED BY BLM-328
- (8) LIST OF EMPLOYEES/VENDORS PAID THIS YEAR LAST UPDATED BY BLM-328
- (9) W2 GENERATE FOR BOR
- (10) 1099 GENERATE

ENTER MENU CHOICE (1-8 E=END, CR=CONTINUE)

\*\*\*\*\*

## 13.1 REPORT BY PAYROLL, INCIDENT#, AND/OR COSTCODE

Selection of Option # 1 from the REPORT MENU will display the following screen and prompts.

\*\*\*\*\* PAYROLL, INCIDENT #, AND/OR COSTCODE REPORT \*\*\*\*\*

THIS FORM SUMMARIZES THE FUNDS EXPENDED ON INCIDENTS AND/OR COSTCODES  
THE AMOUNTS SUMMARIZED ARE RESTRICTED TO THE LOCAL OFFICE PAYROLLS.

DETAIL LISTING BY EMPLOYEE? N

ENTER STARTING PAYROLL:

ENTER ENDING PAYROLL:

INCIDENT#:

AREA:

ORG:

ACTIVITY:

PROG ELE:

PROJECT#:

REPORT UNCOMMITTED AMOUNTS?

REPORT PAYROLL NUMBERS?

\*\*\*\*\*

BREAK OUT LISTING BY EMPLOYEE? Y = YES, N = NO, E=END

ENTER STARTING PAYROLL NUMBER TO SEARCH FOR OR A WILDCARD, E=  
END

ENTER ENDING PAYROLL NUMBER TO SEARCH FOR OR A WILDCARD, E=  
END

ENTER STARTING DATE IN MM/DD FORMAT OR E= END

ENTER ENDING DATE IN MM/DD FORMAT OR E= END

DO YOU WISH TO BREAK/FILTER BY INCIDENT # ? Y

ENTER INCIDENT NUMBER (ST-JUR-AGENCY#) EX. AK-AKD-B151,  
CR=CURRENT ENTRY, E=END

ENTER STATE(2X,BLM) AREA(3X,BIA) (NOTHING,NPS),CR=CURRENT ENTRY  
E=END)

ENTER OFFICE CODE OR BUDGET ORG(3X OR 4X) (CR=CURRENT ENTRY  
E=END)

ENTER ACTIVITY(4X,BLM), PROGRAM CODE(5X,BIA) OR NOTHING,NPS



(CR=CURRENT E=END)

ENTER THE WORK CODE(2X) OR JOB(5X) OR PROGRAM (CR=CURRENT  
ENTRY E=END)

ENTER PROJECT NUMBER (3X OR 4X, CR=CURRENT ENTRY, E=END)

REPORT UNCOMMITTED AMOUNT Y,N,E=END

REPORT PAYROLLS ON INCIDENT/CHARGE CODE Y,N,E=END

The following screen will be displayed upon completion of all the prompts. A Hold Entry Number will be displayed when the report is complete. Report generation can take a few minutes depending upon the size of the database (the database is typically very large by September).

\*\*\*\*\* PAYROLL, INCIDENT #, AND/OR COSTCODE REPORT \*\*\*\*\*

THIS FORM SUMMARIZES THE FUNDS EXPENDED ON INCIDENTS AND/OR COSTCODES  
THE AMOUNTS SUMMARIZED ARE RESTRICTED TO THE LOCAL OFFICE PAYROLLS.

DETAIL LISTING BY EMPLOYEE? N

ENTER STARTING PAYROLL: \* ENTER ENDING PAYROLL: \*

STARTING DATE: 01/01 ENDING DATE : 01/04

DO YOU WISH TO BREAK/FILTER BY INCIDENT # ? Y

INCIDENT#: \* AREA: \* ORG: \*

ACTIVITY: \* PROG ELE: \* PROJECT#: \*

REPORT UNCOMMITTED AMOUNTS? N

REPORT PAYROLL NUMBERS? N

PLEASE WAIT WHILE THE REPORT IS ASSEMBLED

GETTING:

PAYROLL \* TO \*

INCIDENT \* COSTCODE \*--\*--\*--\*

SPOOLING REPORT TO PRINTER

HOLD ENTRY # :Hold Entry # 23

SPOOLING PAGE 2

REPORT COMPLETED-PRESS CR TO CONTINUE

# Example of Payroll, Incident # and/or Costcode Report:

\*\*\*\*\* PAYROLL, INCIDENT #, AND/OR COSTCODE REPORT PAGE 1 \*\*\*\*\*

REPORT FOR 10/01/99 TO 12/31/99 HIRED AT: \*  
 START PAYROLL \*                      END PAYROLL \*  
 INCIDENT \*                      COSTCODE K00-\*--\*--\*

INCIDENT #	COST CODE	EFF PAYROLL	HOURS	VENDOR
ABC MISC	K00-441-9F200-FIRE-K400	\$3,086.60	305.00	\$0.00
AL-ALF-83007	K00-441-9F200-FIREK-400	\$143.56	18.50	\$0.00
AL-ALF-99023	K00-441-9F200-FIREK-400	\$54.32	7.00	\$0.00
AL-ALF-P83008	K00-441-9F200-FIREK-400	\$1,725.00	69.00	\$0.00
AL-ALF-P83365	K00-441-9F200-FIREK-400	\$917.12	65.00	\$0.00
AL-ALS-013	K00-441-9F200-FIREK-400	\$2,480.64	204.00	\$0.00
AR-AOC-006	K00-441-9F200-FIREK-400	\$3,961.00	233.00	\$0.00
AR-OUF-80000	K00-441-9F200-FIREK-400	\$162.00	9.00	\$0.00
AZ-ASD-C142	K00-441-9F200-FIREK-400	\$330.72	26.00	\$0.00
AZ-ASD-C182	K00-441-9F200-FIREK-400	\$173.60	15.50	\$0.00
AZ-CNF-294	K00-441-9F200-FIREK-400	\$808.48	74.50	\$0.00
AZ-COF-200	K00-441-9F200-FIREK-400	\$76.32	6.00	\$0.00
AZ-COF-FS4	K00-441-9F200-FIREK-400	\$1,460.04	129.50	\$0.00
AZ-FTA-172	K00-440-92310-K0099-396	\$69.76	8.00	\$0.00
AZ-FTA-396	K00-440-92310-K0099-396	\$24,843.02	2,406.50	\$0.00
AZ-GCP-023	K00-441-9F200-FIREK-400	\$50.88	4.00	\$0.00
AZ-GCP-093	K00-441-9F200-FIREK-400	\$426.12	33.50	\$0.00
AZ-GLP-093	K00-441-9F200-FIREK-400	\$78.40	7.00	\$0.00
AZ-TNF-001	K00-441-9F200-FIREK-400	\$1,839.60	164.25	\$0.00
AZ-TNF-227	K00-441-9F200-FIREK-400	\$273.48	21.50	\$0.00
AZ-TNF-271	K00-441-9F200-SIREK-400	\$61.60	5.50	\$0.00
AZ-TNF-286	K00-440-9F200-FIREK-400	\$1,846.90	182.50	\$0.00
AZ-TNF-865	K00-441-9F200-FIREK-400	\$6,905.32	615.50	\$0.00
AZ-TNF-5000	K00-441-9F200-FIREK-400	\$940.00	47.00	\$0.00
AZ-TNF-38600	K00-440-9F200-FIREK-400	\$2,845.60	276.25	\$0.00
AZ-TNF-38600	K00-441-9F200-FIREK-400	\$2,590.54	217.00	\$0.00
AZ-TNF-38601	K00-441-9F200-FIREK-400	\$690.00	34.50	\$0.00
AZ-TNF-53315	K00-441-9F200-FIREK-400	\$340.00	17.00	\$0.00
AZ-TNF-56443	K00-441-9F200-FIREK-400	\$200.00	10.00	\$0.00
AZ-YUD-C845	K00-441-9F200-FIREK-400	\$108.12	8.50	\$0.00
AZ-YUP-C824	K00-441-9F200-FIREK-400	\$101.76	8.00	\$0.00
CA-OSC-000203	K00-441-9F200-FIREK-400	\$1,072.72	106.00	\$0.00
CA-AB-MISC	K00-441-9F200-FIREK-400	\$0.00	0.00	\$600.00
CA-AEU-12504	K00-441-9F200-FIREK-400	\$34.98	2.75	\$0.00
CA-AEU-12728	K00-441-9F200-FIREK-400	\$207.20	18.50	\$0.00
CA-ANF-865	K00-441-9F200-FIREK-400	\$66,405.45	5,483.50	\$0.00
CA-ANF-901	K00-441-9F200-FIREK-400	\$30.36	3.00	\$0.00

\*\*\*\*\*continued

GRAND TOTALS	\$5,060,971.79	456,472.25	\$60,929.60
--------------	----------------	------------	-------------

GROSS AMOUNT TOTAL(EFF+VENDOR, DOES NOT INCLUDE UNCOMMITTED) \$5,121,901.39

## 13.2 **FORM STATUS SUMMARY REPORT BY HIRED AT**

Selection of Option # 2 from the REPORT MENU will display the following screen and prompts.

\*\*\*\*\* FORM STATUS SUMMARY REPORT \*\*\*\*\*

THIS FORM SUMMARIZES THE FORM (IP, COH) STATUS OF EMPLOYEES AS WELL AS  
THE CURRENT ADDRESS, TAX STATUS, AND SSN OF THE EMPLOYEES FROM A PARTICULAR  
HIRED AT LOCATION OR SET OF LOCATIONS.

HIRED AT LOCATION: NM-\*

ENTER HIRED AT LOCATION AND/OR A WILDCARD(\*) OR E= END

## Example of Forms Status Summary Report

\*\*\*\*\* FORM STATUS SUMMARY REPORT FOR HIRED AT LOCATION NM-\* PAGE 1 \*\*\*\*\*

NAME	SSN	COH	I9	TAX	UPDATE	FED	TAX	INFO
ADDRESS	HIRED	AT				ST	TAX	INFO
ALBERT R ABEITA	000-00-0000	N	Y	BIA-M70	05/27/99	FD	N	S 3
BOX 1487	NM-ZUA					NM		
ZUNI	NM 87327							
BENJAMIN M ABEITA	000-00-0000	Y	Y	BIA-M00	06/24/99	FD	N	S 2
PO BOX 5	NM-SPA					NM	N	
ISLETA	NM 87022							
ERIC J ABEITA	000-00-0000	N	Y	BIA-M00	06/02/99	FD	N	S 1
PO BOX 291	NM-AAO					NM		
ISLETA	NM 87022							
EVERETT ABEITA	000-00-0000	N	Y	BIA-M70	05/12/99	FD	N	S 0
BOX 413	NM-ZUA					NM		
ZUNI	NM 87327							
FREDERICK ABEITA I.	000-00-0000	Y	Y	BIA-M00	04/18/99	FD	N	S 0
PO BOX 88	NM-SPA					NM	N	
ISLETA	NM 87022							
JOHN F ABEITA	000-00-0000	Y	Y	BIA-M00	05/06/99	FD	N	M 2
PO BOX 68	NM-SPA					NM	N	
ISLETA	NM 87022							
KIRBY ABEITA	000-00-0000	Y	Y	BIA-M70	04/26/99	FD	Y	
PO BOX 611	NM-SNF					NM	N	
SANTO DOMINGO	NM 87052							

### 13.3 BOR PAYROLL TAX SUMMARY REPORT BY DATE

\*\*\*\*\* WAGE AND TAX SUMMARY REPORT \*\*\*\*\*

*THIS FORM SUMMARIZES THE TAX TOTALS FOR A PERIOD OF TIME. ONLY THOSE AMOUNTS REPORTED TO BOR ARE INCLUDED. VENDOR PAYMENTS AND UNCOMMITTED PAYROLLS ARE NOT INCLUDED.*

**STARTING DATE: 01/01**

ENTER STARTING DATE IN MM/DD FORMAT OR E= END

ENTER ENDING DATE IN MM/DD FORMAT OR E= END

## Example of Bor Payroll Tax Summary Report By Date

\*\*\*\*\* WAGE AND TAX SUMMARY REPORT PAGE 1 \*\*\*\*\*

FOR 10/01/99 TO 10/31/99

	Wages	Taxes
Federal	\$11,474,927.35	\$1,349,378.46
EIC		\$7,655.05
<hr/>		
Totals	\$11,474,927.35	\$1,341,723.41

### State Postal Code

1) AK	\$20,049.65	\$0.00
2) AL	\$6,662.50	\$0.00
3) AR	\$20,431.17	\$793.81
4) AZ	\$1,544,982.61	\$11,721.18
5) CA	\$2,986,473.79	\$93,001.20
6) CO	\$47,851.29	\$1,971.27
7) CT	\$9,080.86	\$358.62
8) FL	\$47,820.28	\$0.00
9) GA	\$13,676.25	\$740.67
10) IA	\$2,752.64	\$135.13
11) ID	\$388,916.70	\$12,761.00
12) IL	\$5,281.78	\$131.16
13) IN	\$35,336.68	\$1,170.94
14) KS	\$597.08	\$15.44
15) KY	\$38,264.08	\$1,645.50
16) ME	\$48,831.40	\$3,013.12
17) MI	\$36,644.15	\$1,455.20
18) MN	\$107,602.92	\$6,158.03
19) MO	\$4,179.56	\$136.00
20) MS	\$3,975.28	\$18.15
21) MT	\$2,080,964.42	\$50,291.87
22) NC	\$15,310.72	\$589.13
23) ND	\$151,042.46	\$959.33
24) NH	\$55,589.14	\$0.00
25) NM	\$1,586,949.97	\$67,590.05
26) NV	\$252,854.85	\$0.00
27) OH	\$23,736.64	\$859.27
28) OK	\$250,805.05	\$11,855.28
29) OR	\$1,114,738.32	\$71,544.76
30) PA	\$10,225.96	\$286.32
31) RI	\$7,555.38	\$368.87
32) SC	\$5,058.04	\$305.99
33) SD	\$232,926.40	\$0.00
34) TN	\$23,342.87	\$0.00
35) TX	\$53,632.80	\$0.00
36) UT	\$62,301.01	\$2,756.45
37) VA	\$18,834.98	\$781.99
38) VT	\$2,899.38	\$104.70
39) WA	\$90,552.30	\$0.00
40) WI	\$14,996.95	\$944.45
41) WV	\$10,411.68	\$465.80
42) WY	\$38,906.34	\$0.00

Totals	\$11,473,046.33	\$344,930.68
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546354149	ON	BLM-NV034-126	TAX STATES: NV,CA	WAGES: \$182.16	ARE COUNTED TWICE
558542132	ON	BLM-NV034-126	TAX STATES: NV,CA	WAGES: \$80.96	ARE COUNTED TWICE
473965348	ON	BIA-F53-128	TAX STATES: MN,IA	WAGES: 2,752.64	ARE COUNTED TWICE
525252997	ON	bia-328-123	TAX STATES: NM,CA	WAGES: \$-923.45	ARE COUNTED TWICE
585448357	ON	bia-328-123	TAX STATES: NM,CA	WAGES: \$-923.45	ARE COUNTED TWICE
526916694	ON	BIA-N00-178	TAX STATES: AZ,NM	WAGES: \$209.28	ARE COUNTED TWICE
527893487	ON	BIA-N00-178	TAX STATES: AZ,NM	WAGES: \$165.68	ARE COUNTED TWICE
526170866	ON	BIA-N00-179	TAX STATES: AZ,NM	WAGES: 3,519.00	ARE COUNTED TWICE
526339677	ON	BIA-N00-180	TAX STATES: NM,AZ	WAGES: 3,376.10	ARE COUNTED TWICE
585028337	ON	BIA-N00-180	TAX STATES: AZ,NM	WAGES: 2,125.86	ARE COUNTED TWICE
526959654	ON	bia-n00-182	TAX STATES: AZ,NM	WAGES: 2,693.48	ARE COUNTED TWICE
525474215	ON	BIA-N00-183	TAX STATES: AZ,NM	WAGES: \$74.12	ARE COUNTED TWICE
526170866	ON	BIA-N00-183	TAX STATES: AZ,NM	WAGES: \$126.00	ARE COUNTED TWICE
526339677	ON	BIA-N00-184	TAX STATES: NM,AZ	WAGES: 2,149.68	ARE COUNTED TWICE
526916694	ON	BIA-N00-184	TAX STATES: AZ,NM	WAGES: 2,127.02	ARE COUNTED TWICE
527893487	ON	BIA-N00-184	TAX STATES: AZ,NM	WAGES: 1,714.96	ARE COUNTED TWICE
570234374	ON	BIA-N00-184	TAX STATES: NM,AZ	WAGES: 2,127.02	ARE COUNTED TWICE
525151741	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
525235078	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
525253447	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
525353206	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
585048404	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
585170845	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 2,009.76	ARE COUNTED TWICE
585193725	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
585263349	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,702.40	ARE COUNTED TWICE
585370251	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
585448368	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
585448646	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
585448817	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
585449075	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 2,584.00	ARE COUNTED TWICE
585449137	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,282.40	ARE COUNTED TWICE
585449990	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,702.40	ARE COUNTED TWICE
585775986	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
585981975	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
600361390	ON	bia-328-126	TAX STATES: NM,CA	WAGES: 1,538.24	ARE COUNTED TWICE
540569172	ON	BIA-P13-248	TAX STATES: OR,CA	WAGES: 5,820.00	ARE COUNTED TWICE

## 13.4 EMPLOYMENT SUMMARY REPORT BY SSN OR HIRED LOCATION

At the end of each season EFF employees can be provided a summary report of their earnings for the year, which can be used by the employee for inquiries requested by public assistance, unemployment, energy assistance, etc. This statement cannot be used for tax purposes, a separate W-2 form will be sent in January. This report was designed for the employees convenience and to keep the number of requests that come through EFF Payroll manageable.

Select Option #4 from the EFF-PAY REPORT MENU. The following screen and prompts will be displayed.

*\* \*\*\*\*\* GENERATE EMPLOYMENT SUMMARY LETTERS \*\*\*\*\**

*THIS REPORT CONSISTS OF EMPLOYMENT SUMMARY LETTERS TAILORED TO THE GENERATING OFFICE. IT SUMMARIZES AN EFF'S EMPLOYMENT AND PAID AMOUNTS FOR THE CURRENT YEAR TO DATE. IT IS OFTEN USED AS END OF SEASON REPORT OR FOR VARIOUS PUBLIC AGENCIES.*

*EMPLOYMENT SUMMARY LETTERS BY LOCATION (L) OR BY SSN (S) OR E TO END*

*ENTER THE SOCIAL SECURITY NUMBERS FOR WHICH YOU WISH TO GENERATE LETTERS WHEN YOU ARE DONE ENTERING SSN'S JUST PRESS THE RETURN KEY OR ENTER E TO END*

*\*\*\*\*\**

ENTER SOCIAL SECURITY NUMBER (9#, CR=CONTINUE, E=END): 000000000

ENTER HIRED AT LOCATION AND/OR A WILDCARD(\*) OR E= END



## Example of Employment Summary Report by SSN and Hired Location

01/04/00      EMERGENCY FIREFIGHTER EARNINGS TO DATE

VERONICA K. BELTON  
BUREAU OF LAND MANAGEMENT  
ALASKA FIRE SERVICE  
P.O. BOX 35005  
FT. WAINWRIGHT, AK 99703

TELEPHONE #: 907-356-5525

Name:            JOE D TEST  
Address:        PO BOX 34  
                 FAIRBANKS, AK 99703

SUBJECT:        EMERGENCY FIREFIGHTER EARNINGS TO DATE

USE THIS EARNINGS SUMMARY FOR INQUIRIES REQUESTED BY PUBLIC ASSISTANCE,  
UNEMPLOYMENT, ENERGY ASSISTANCE, ETC. DO NOT USE THIS SUMMARY FOR TAX  
PURPOSES; AN IRS STATEMENT OF EARNINGS WILL BE MAILED TO YOU BY JANUARY 31.

PLEASE NOTIFY US OF ANY CORRECTIONS TO YOUR FILE, SOCIAL SECURITY  
NUMBER, OR CHANGE OF ADDRESS.

THANK YOU.

SSN:            000-00-0000

PAYROLL #	DATES	TAXABLE WAGE	FED TAX	EIC	ST TAX
BIA-M70-142	06\03-06\04	177.10	11.28	0.00	4.00
BIA-N00-169	08\25-09\05	1,558.48	284.59	0.00	155.80
BIA-M00-274	09\17-09\29	1,806.42	324.39	0.00	193.12
BIA-M00-325	11\13-11\15	323.84	17.42	0.00	10.56
BIA-M00-355	09\17-09\29	-1,806.42	-324.39	0.00	-193.12
BIA-M00-356	09\17-09\29	1,806.42	324.39	0.00	193.12
-----					
TOTALS		3,865.84	637.68	0.00	363.48

## 13.5 FIRE TOTAL REPORT BY HIRED AT, DATE, AND PAYROLL

Select Option #5 from the EFF-PAY REPORT MENU. The following screen and prompts will be displayed.

\*\*\*\*\* FIRE TOTALS REPORT \*\*\*\*\*

THIS FORM BREAKS OUT PAYROLL SUMMARY'S BY DATE AND HIRED LOCATION  
A LINE IS GENERATED FOR EACH FIRE AND A TOTAL COMPUTED FOR EACH  
HIRED LOCATION AND A GRAND TOTAL COMPUTED AT THE END.

ENTER STARTING PAYROLL: \*                      ENTER ENDING PAYROLL:  
STARTING DATE: 10/01/99                      ENDING DATE : 10/31/99  
HIRED AT LOCATION: NM-\*

\*\*\*\*\*

ENTER STARTING PAYROLL NUMBER TO SEARCH FOR OR A WILDCARD, E= END

ENTER ENDING PAYROLL NUMBER TO SEARCH FOR OR A WILDCARD, E= END

ENTER STARTING DATE IN MM/DD FORMAT OR E= END

ENTER ENDING DATE IN MM/DD FORMAT OR E= END

ENTER HIRED AT LOCATION AND/OR A WILDCARD(\*) OR E= END

## Example of Fire Total Report by Hired at, date and Location

07 Jan 2000

PAGE 1

PROJECT TOTAL REPORT FOR LOCATION NM-\* FOR DATES 10/01/99-10/31/99

HIRED AT.....	PROJECT #...	HOURS.....	GROSS.....
	400	138.75	\$1,404.15
		-----	-----
NM-AAO		138.75	\$1,404.15
	071	17.00	\$172.04
	C01	98.50	\$996.82
	C04	120.50	\$1,219.46
		-----	-----
NM-ABD		236.00	\$2,388.32
	049	153.25	\$2,605.25
	400	5767.25	\$61,231.40
		-----	-----
NM-CAF		5920.50	\$63,836.65
	400	10777.75	\$118,015.71
		-----	-----
NM-CIF		10777.75	\$118,015.71
	400	3158.00	\$32,685.41
		-----	-----
NM-GNF		3158.00	\$32,685.41
	004	4.00	\$34.88
	071	16.00	\$161.92
	170	162.00	\$1,639.44
	191	182.00	\$1,857.50
	C01	54.50	\$560.18
	C04	67.00	\$678.04
		-----	-----
NM-JIA		485.50	\$4,931.96
*****continued			
		=====	=====
TOTAL:		146956.00	\$1,511,536.33

## 13.6 PERSONNEL PAID/PAYROLL REPORT BY RESIDENT STATE AND HIRED LOCATION

Select Option #6 from the EFF-PAY REPORT MENU. The following screen and prompts will be displayed.

\*\*\*\*\* PERSONNEL REPORT BY RESIDENT STATE OR HIRED LOCATION \*\*\*\*\*

THIS REPORT IS A SUMMARY OF THE PAYMENT INFORMATION FOR EVERY  
EFF HIRED WITHIN A STATE OR AT ONE OR MORE LOCATIONS. IT CAN  
BE USED FOR AGENCIES THAT REQUIRE A LIST OF EFF PAYROLLED AND  
FOR INTERNAL REPORTING AND AUDITING.

DO YOU WISH TO SELECT BY HIRED LOCATION OR RESIDENT STATE? L=LOC,S=STATE S

\*\*\*\*\*

ENTER HIRED AT LOCATION AND/OR A WILDCARD(\*) OR E= END

ENTER RESIDENCE STATE FOR WHICH REPORT IS DESIRED. NM

DO YOU WISH TO HAVE SSN'S REPORTED? (Y OR N)N

DO YOU WISH TO HAVE AJUSTMENT AMOUNTS REPORTED? (Y OR N)Y

DO YOU WISH TO HAVE TAX/EIC AMOUNTS REPORTED? (Y OR N)N

**Example of Personnel Paid/Payroll Report by Resident State or Hired Location**  
(SSN not requested)

\*\*\*\*\*PERSONNEL REPORT BY RESIDENT STATE NM PAGE 1 \*\*\*\*\*

Name: ALBERT R ABEITA  
Address: BOX 1487  
ZUNI, NM 87327

PAYROLL #	DATES	GROSS	FED TAX	EIC	ST TAX
BIA-M70-139	05\26-05\27	136.62	0.00	0.00	2.62
TOTALS		136.62	0.00	0.00	2.62

Name: BENJAMIN M ABEITA  
Address: PO BOX 5  
ISLETA, NM 87022

PAYROLL #	DATES	GROSS	FED TAX	EIC	ST TAX
BIA-M00-194	06\16-06\18	311.19	0.00	0.00	9.76
TOTALS		311.19	0.00	0.00	9.76

Name: ERIC J ABEITA  
Address: PO BOX 291  
ISLETA, NM 87022

PAYROLL #	DATES	GROSS	FED TAX	EIC	ST TAX
BIA-M00-164	05\21-05\28	901.60	104.09	0.00	66.00
BIA-M00-187	05\30-06\11	1,456.00	226.28	0.00	141.24
BIA-M00-205	06\13-06\25	1,405.60	212.16	0.00	134.10
BIA-M00-213	06\27-07\11	1,612.80	174.42	0.00	102.12
TOTALS		5,376.00	716.95	0.00	443.46

Name: EVERETT ABEITA  
Address: BOX 413  
ZUNI, NM 87327

PAYROLL #	DATES	GROSS	FED TAX	EIC	ST TAX
BIA-M70-130	04\22-04\23	101.20	0.00	0.00	1.42
BIA-M00-173	06\03-06\08	708.40	90.97	0.00	42.82
BIA-M00-285	09\30-10\10	1,482.58	263.33	0.00	145.02
TOTALS		2,292.18	354.30	0.00	189.26

Name: FREDERICK ABEITA I.  
Address: PO BOX 88  
ISLETA, NM 87022

PAYROLL #	DATES	GROSS	FED TAX	EIC	ST TAX
BIA-M00-142	04\12-04\27	511.02	43.53	0.00	12.98
BIA-M00-147	04\29-05\04	288.42	27.97	0.00	8.30
BIA-M00-155	05\05-05\09	566.72	69.72	0.00	28.62
BIA-M00-158	05\12-05\16	354.20	37.84	0.00	12.50
BIA-M60-335	05\17-05\28	1,310.54	215.16	0.00	120.60
BIA-M00-198	06\16-06\20	465.52	54.54	0.00	19.64
BIA-M00-199	05\31-05\31	75.90	0.00	0.00	0.56
BIA-M00-213	07\06-07\08	296.01	29.11	0.00	8.78
BIA-K00-130	09\29-10\09	1,649.56	310.09	0.00	168.74
TOTALS		5,517.89	787.96	0.00	380.72

Name: JOHN F ABEITA  
 Address: PO BOX 68  
 ISLETA, NM 87022

PAYROLL #	DATES	GROSS	FED TAX	EIC	ST TAX
BIA-M00-147	04\18-05\01	1,349.60	133.50	0.00	126.14
BIA-M00-157	05\02-05\15	1,545.60	162.90	0.00	153.98
BIA-M00-164	05\16-05\29	1,288.00	124.26	0.00	117.40
BIA-M00-187	05\30-06\11	1,512.00	157.86	0.00	149.20
BIA-M00-205	06\13-06\26	1,405.60	141.90	0.00	134.10
BIA-M00-213	06\27-07\11	1,612.80	92.54	0.00	102.12
BIA-M00-294	10\02-10\02	56.00	0.00	0.00	0.00
-----					
TOTALS		8,769.60	812.96	0.00	782.94

Name: MYRON V ABEITA  
 Address: PO BOX 361  
 LAGUNA, NM 87026

PAYROLL #	DATES	GROSS	FED TAX	EIC	ST TAX
BIA-M00-160	05\20-05\20	56.68	0.00	0.00	0.00
-----					
TOTALS		56.68	0.00	0.00	0.00

\*\*\*\*\*continued

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TOTALS FOR	NM0,477,903.93	855,302.58	48,198.04	508,316.62
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## 13.7 EIC STATUS REPORT FOR EMPLOYEES LAST UPDATED BY YOUR OFFICE

Select Option #7 from the EFF-PAY REPORT MENU. The following screen and prompts will be displayed.

*\* \*\*\*\*\*EIC STATUS REPORT FOR BIA-C52\*\*\*\*\**

*THIS REPORT CONTAINS THE NAMES OF FIREFIGHTERS WHOSE TAX INFORMATION WAS LAST UPDATED BY YOUR OFFICE. ONLY FIREFIGHTERS WHO FILED W-5 FORMS (EIC) ARE LISTED IN THE REPORT. ALL THESE ENTRIES SHOULD BE REVIEWED FOR CORRECTNESS. MENU ITEM 11 IN EFF-PAY CAN BE USED TO CORRECT RECORDS.*

*EXAMINE THE REPORT FOR FURTHER DETAILS.*

*\*\*\*\*\**

## Example of EIC Status Report for Employees Last Updated by Your Location

\*\*\*\*\*EIC STATUS REPORT FOR BIA-C52 PAGE 1\*\*\*\*\*

THIS REPORT CONTAINS THE NAMES OF FIREFIGHTERS WHOSE TAX INFORMATION WAS LAST UPDATED BY YOUR OFFICE. ONLY FIREFIGHTERS WHO FILED W-5 FORMS (EIC) ARE LISTED IN THE REPORT. ALL THESE ENTRIES SHOULD BE REVIEWED FOR CORRECTNESS. MENU ITEM 11 IN EFF-PAY CAN BE USED TO CORRECT RECORDS. THE INFORMATION ON HOW TO ENTER EIC FILING STATUS AT TRAINING WAS INCORRECT, THE FOLLOWING IS THE CORRECT PROCEDURE

THIS INFORMATION IS ALSO IN CHAPTER 40 OF THE SOP ON THE AFS WEBSITE AT FIRE.AK.BLM.GOV (REVISED 7/28/99).

### Definitions:

EO: Household income meets eligibility requirements.  
Employee only one claiming EIC through his/her employer.  
ES: Household income meets eligibility requirements.  
Employee and spouse both claim EIC through their employer.

ADOs will enter W-5 information into EFF-PAY as it is received and/or prior to processing payrolls.

a. #1 checked "NO" No entry required  
b. #1 checked "YES", #2 checked "NO" No entry required  
c. #1 and #2 checked "YES" Entry required

#3 checked "NO" Enter EO  
#3 checked "YES", #4 checked "NO" Enter EO  
#3 and #4 checked "YES" Enter ES

INSTRUCTIONS AT TRAINING HAD THE LAST TWO LINES WRONG

NAME	SSN	EIC STATUS	UPDATED
RHONDA CAUFIELD	000-00-0000	EO	08/19/99 02:42PM
FRED G MICHELS	000-00-0000	EO	08/19/99 03:15PM



## **13.8 LIST OF EMPLOYEES/VENDORS PAID THIS YEAR LAST UPDATED BY YOUR LOCATION**

This report is used to verify multiple SSN's for an individual. Run each December prior to the generation of W2 Forms.

Select Option #8 from the EFF-PAY REPORT MENU. The following screen and prompts will be displayed.

**\*\*\*\*\*EMPLOYEE/VENDOR BY NAME, PAYROLLED SINCE 01/01/2000 UPDATED BY BIA-C52\*\*\*\*\***

*Hold Entry Number:*

## Example of Employees/Vendors Paid by your office

EMPLOYEE/VENDOR BY NAME, PAYROLLED SINCE 01/01/1999 UPDATED BY BIA-C52 PAGE 1

### EMPLOYEES

SSN	NAME	ADDRESS	CITY	STATE	ZIP
610103641	AARON, RICHARD D.	259 WALNUT ST.	NEWPORT BEACH	CA	92663
530664291	ABARCA, JOSE R.	764 5TH ELKO	ELKO	NV	89801
530703550	ABARCA, PEDRO	PO BOX 1061	ELKO	NV	89803
538415114	ABAY, MESFIN	TLJC - 59868 E HWY 224	ESTACADA	OR	97023
457678181	ABBEY, KRISTOPHER J	ROUTE 3 BOX 626	LIVINGSTON	TX	77351
532965394	ABBOTT, CHRISTINA LYNN	BOX 2058	MARYSVILLE	CA	95901
564274905	ABBOTT, CHARLES W. JR.	SITE 2 BOX 2 WIETCHPEC RT	HOOPA	CA	95546
534564434	ABBOTT, LAYTON C.	R.R. #1 - BOX 156B	BELCOURT	ND	58316
517041863	ABBOTT, SHANE COBY	PO BOX 953	HARLEM	MT	59526
570797308	ABDULLAH, HASHIM JIHAD	614 3/4 W. 87TH ST.	LOS ANGELES	CA	90044
525339875	ABEITA, ALBERT R	BOX 1487	ZUNI	NM	87327
585981329	ABEITA, BENJAMIN M	PO BOX 5	ISLETA	NM	87022
585944311	ABEITA, BEVERLY J.	PO BOX 803	POLACCA	AZ	86042
525555874	ABEITA, ERIC J	PO BOX 291	ISLETA	NM	87022
585888173	ABEITA, EVERETT	BOX 413	ZUNI	NM	87327
585159842	ABEITA, FREDERICK I.	PO BOX 88	ISLETA	NM	87022
525784832	ABEITA, JOHN F	PO BOX 68	ISLETA	NM	87022
525066586	ABEITA, MYRON V	PO BOX 361	LAGUNA	NM	87026
585903628	ABEITA, RONALD L.	PO BOX 803	POLACCA	AZ	86042
517909936	ABEITA, WILLIAM M	BOX 308	HAYS	MT	59527
530905524	ABEL, ALVERY	P.O. BOX 41	MCDERMITT	NV	89421

